



THE COMMUNITY

San Bruno is "the Peninsula City with a Heart". Located in San Mateo County, San Bruno is twelve miles south of San Francisco and adjacent to the San Francisco International Airport. An ethnically and culturally rich city, San Bruno has an established single-family residential population of 40,165 in a community that is characterized by a small-town atmosphere within a large metropolitan area. Located along Highway 101 and Interstate 280, the City enjoys easy access to the vast cultural, educational and recreational opportunities of the San Francisco Bay Area. Cultural opportunities include numerous museums, galleries, theaters and the San Francisco symphony. For the sports enthusiast, the San Francisco Forty-Niners and Giants play nearby; the Golden Gate National Recreation Area is minutes away and access to the San Francisco Bay is just a short drive away. Educational opportunities include numerous community colleges, as well as Stanford University, University of San Francisco, UC Berkeley and San Francisco State University. Numerous regional shopping centers abound. The San Bruno BART and CalTrain stations make it easy to use public transportation to access the Peninsula, San Francisco and beyond. San Bruno has a total on 6.4 miles of hilly terrain that varies in elevation from 12 feet to 875 feet. Mild winters and warm summers characterize San Bruno's excellent coastal weather making it possible to enjoy the natural beauty of the area on a year round basis.

THE POLICE DEPARTMENT

The Police Department consists of 48 sworn, 18 non-sworn, and 6 part-time employees. The department is organized into two major divisions, the Field Services Division and the Administrative Services Division. A Captain heads these divisions.

The Police Department places high priority on customer service, community interactions, and on youth and school programs. Members of the Police Department provide a high quality work product and seek to instill a feeling of loyalty and trust in the citizens of the community.

THE POSITION

Community Service Officer II is a non-sworn, full time, 40 hour per week position in the Police Department. This position utilizes a nontraditional work schedule that may routinely include evening and/or weekend work. Community Service Officers may work independently or may be teamed with other Police Department and/or other City Department personnel to perform a variety of duties which are focused on community education, problem resolution, technical assistance to police officers, animal control, or code and regulation enforcement.

DUTIES

- ❑ Enforce traffic and parking ordinances; write parking tickets; impound vehicles; investigate non-injury and minor injury traffic accidents; interview witnesses and take statements; prepare accident reports and diagrams; perform traffic control; respond to and investigate traffic complaints.
- ❑ Conduct follow-up investigations of crimes; interview victims and witnesses; develop leads; search crime scenes, preserve and collect evidence. Prepare cases for trial and testify in court proceedings. Compile information regarding crimes; prepare cases for filing of charges and related activities.
- ❑ Undertake community oriented police work and assist citizens with such matters as locked or stalled vehicles, crime prevention, traffic safety, traffic direction. Provide

variety of police related information to the public and governmental agencies.

- ❑ Coordinate activities with other officers or other City departments as needed; exchange information with officers in other law enforcement agencies; obtain advice from the City Attorney and District Attorney regarding cases, policies and procedures, as needed and assigned.
- ❑ Perform support duties for sworn personnel involving such activities as processing and serving subpoenas, taking non-suspect reports and related tasks.
- ❑ Prepare and maintain a wide variety of reports and records.
- ❑ Accurately enter data into department computer systems; operate CLETS terminals for access and inquiry to state and national law enforcement systems.
- ❑ Secure and maintain evidence and associated monitoring and record keeping.
- ❑ Receive telephone calls; determine nature and urgency of calls, and coordinates appropriate response.
- ❑ Compose a variety of correspondence, reports and other materials requiring independent judgment as to content, accuracy and completeness.
- ❑ Schedule appointments, attend meetings, and occasionally perform relief clerical duties.

QUALIFICATIONS

Minimum Qualifications

- ❑ Applicants must be 18 years of age or older at the time of employment; possess a valid California driver's license and have a good driving record; be able to pass an extensive background investigation.



Education

- ❑ Completion of a high school diploma or GED equivalent, preferable with some prior experience in a municipal police department or related field and/or supplemented by completion of an AA/AS degree in law enforcement, criminal justice, general education or related degree.

Knowledge Skills and Abilities:

- ❑ Ability to learn the applicable laws, ordinances, and department rules and regulations.
- ❑ Ability to communicate effectively orally and in writing.
- ❑ Ability to speak and read the English language proficiently.
- ❑ Ability to establish and maintain effective working relationships with subordinates, peers and supervisors.
- ❑ Ability to follow verbal and written instructions.
- ❑ Ability to learn the City's geography.
- ❑ Ability to use personal computer, including word processing and specialized software, police radio, phone, typewriter, calculator, fax and copy machine, motor vehicle, pager and first aid equipment.

Selection Process:

Candidates must submit a completed City of San Bruno Application. Apply online at <http://www.sanbruno.ca.gov> or request an application by contacting Human Resources at 650/616-7055. You may also pick up an application at the City of San Bruno – Human Resources Department, 567 El Camino Real, San Bruno.

Retirement:

The City and employee both contribute to the Public Employees' Retirement System (PERS) 2.7% at 55 plan. Employee pays PERS contribution of 8% and does not pay Social Security. Employees are not covered by Social Security, but do contribute 1.45% for Medicare coverage.

Insurance

The City currently contributes \$825 per month towards the cost of Medical/Dental and Vision for employee and dependent coverage (including domestic partner). Employee cost of \$450.50 per month is paid on a tax deferred basis and is subject to adjustment by the plan provider annually.

Life insurance equal to one year's annual salary and Long Term Disability (LTD) coverage is provided at no cost to the employee.

Leave

Includes 10-23 days vacation per year depending on length of service, 12 days annual sick leave, and 14.5 paid holidays.

Other Benefits:

- ❑ Home Loan Assistance Program
- ❑ 2.5% Bilingual Incentive
- ❑ Credit union membership
- ❑ Section 125 Flexible Benefit Plan
- ❑ Tuition reimbursement

EQUAL OPPORTUNITY STATEMENT

The City of San Bruno supports workforce diversity and is an Equal Opportunity Employer (EOE) and as such does not discriminate on the basis of age, race, color, sex, religion, ancestry, physical or mental disability, marital status, sexual orientation, or national origin, in its employment actions, decisions, policies and practices. The City of San Bruno complies with the employment provisions of the Americans with Disabilities Act (ADA). Contact us at (650) 616-7055 to discuss your needs.

NOTE: This job announcement is designed as an informative guide and is subject to change. It does not constitute an expressed or implied contract.

The City of San Bruno



Community Services Officer II

\$3,358 - \$4,121 Monthly

Final Filing Date: June 30, 2006

The City of San Bruno's Core Values

Integrity

Protecting, guarding and shepherding public resources and interests

Teamwork

Exemplary service to the community

Competent, well-trained employees

Friendliness and commitment to the community

**JOIN THE CITY OF SAN BRUNO
THE PENINSULA CITY WITH A HEART**

City of San Bruno Human Resources
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San Bruno, CA 94066
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